

**Application for allocation to facilitate the appointment of a substitute teacher  
in Secondary, Community and Comprehensive schools**

A substitute teacher may not be available on the date(s) a teacher is absent from school. In such cases, a substitute teacher may be employed on a subsequent date(s) when one is available.

The purpose of this form is to allow schools to request an additional allocation to facilitate the appointment of the substitute teacher on a date(s) other than the date of the teacher's absence.

The allocation will be shown on the staffing schedule as "Substitution (COVID-19)".

The substitute teacher may be appointed on the OLCS under the part time hours' facility.

**NOTE: The teacher's absence must be recorded on OLCS before completion of this form.**

School Details			
Name		Roll Number	
Address			
Email		Phone Number	

1	Date(s) of teacher absence		For Department use only
2	Absent teacher's name		
3	Teacher PPSN		
4	Has the absence been recorded on OLCS?		
5	Number of hours of teacher's absence		Checked _____
6	Date(s) substitute teacher was appointed		
7	Number of substitute teacher hours required		Keyed _____

**Declaration**

I certify that it was not possible to obtain a substitute teacher on the date of the absence referred to above.

\_\_\_\_\_ Date \_\_\_\_\_ Contact No. \_\_\_\_\_  
**Principal/Secretary of Board of Management**

The completed form should be returned by email to [allocations@education.gov.ie](mailto:allocations@education.gov.ie) within 5 days of appointment of substitute teacher and no later than 10 June 2021.